

Kansas Adjutant General's Department – State Human Resources Guidelines

2011

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PROBATIONARY PERIOD

Policy:

It is the policy of the Adjutant General's Department that all new employees and all present employees transferred or promoted to a new job should be carefully monitored and evaluated for an initial introductory period. After satisfactory completion of the introductory period, those employees will be evaluated as provided for in the PERFORMANCE APPRAISALS guideline.

Comment:

- (1) Normally, the introductory period should last at least six months. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or development should be brought to the employee's attention for correction.
- (2) Supervisors should prepare a written evaluation of the employee's job performance by the end of the first six months on the new job. The evaluation should include a recommendation as to whether the employee should continue in the position. Copies of the evaluation should be forwarded to the department head and the Human Resources Department for inclusion in the employee's personnel file.
- (3) Employees generally will be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their initial six-month employment period and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may be given additional time in 90-day increments to demonstrate their ability to do the job, if the supervisor feels additional time is warranted in order to achieve acceptable job performance.
- (4) Supervisors may recommend the termination of a newly hired employee at any time. A recommendation for termination should be submitted in writing to the Human Resources Department for review and should include an evaluation and a list of actions taken to assist the employee. Action to terminate should have the prior approval of the Human Resources Department and the Adjutant General.
- (5) At the discretion of management, transferred or promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists, or may be terminated.
- (6) At all times, including after successful completion of the introductory period, employment with the Adjutant General's Department is considered to be "at-will," and the employment relationship may be terminated at any time for any lawful reason by either party.